

HEMINGFORD ABBOTS PARISH COUNCIL
Meeting of the Parish Council
to be held on Wednesday 29th May 2019 at 7:45pm
at the Hemingford Abbots Village Hall

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Georgina West

Clerk to the Council
21st May 2019

MEMBERS: 7

QUORUM: 3

AGENDA

1. **Election of Chairman**
 - a) To elect a Chairman for 2019-2020
 - b) To receive Chairman's Declaration of Acceptance of Office
2. **Apologies**

To receive and approve apologies for absence
3. **Election of Vice-Chairman**

To elect Vice-Chairman for 2019-2020
4. **Meetings 2019-2020**

To agree dates of ordinary Parish Council Meetings for the coming year with all meetings commencing at 7.00pm unless otherwise stated:
25th June 2019, 30th July 2019, 24th September 2019, 29th October 2019, 26th November 2019, 28th January 2020, 25th February 2020, 31st March 2020, 28th April 2020 and 26th May 2020 at 7.45pm (AMPC). The Annual Parish Meeting will be 26th May 2020 at 7.00pm.
5. **Councillors' Declaration of Disclosable Pecuniary and Other Interests**

To receive Declarations of Disclosable Pecuniary and Other Interests from members, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating at any Agenda item.
6. **Public Participation Session**

Open Forum. A maximum of 15 minutes is permitted for members of the public to address the Council. Members of the public may have up to three minutes each.
7. **County/ District Councillors' Reports**

To receive and accept reports.
8. **Minutes of the previous meeting**

To approve as a correct record the Minutes of the meeting held on the 15th May 2019
9. **Matters Arising from the previous meetings and reports from Clerk & Cllrs**
10. **Parish Council Representatives to outside bodies 2019-2020**
11. **Review and confirmation of Council administration**
 - a) Policy & procedure document control
 - b) Standing Orders
 - c) Financial Regulations
 - d) Inventory of land and assets
 - e) Risk Assessment and arrangements for insurance cover in respect of all insured risks
 - f) Complaints Procedure
 - g) Press and Media Policy
 - h) Freedom of Information Schedule
 - i) Freedom of Information Availability Schedule
 - j) Personnel Committee ToR
 - k) Grievance Procedure
 - l) Code of Conduct
 - m) Dispensations Procedure Guide
 - n) Training Statement of Intent

- o) Voluntary and Community Sector Grants Policy
- p) Retention of Documents and Records Policy
- q) Data Protection and Compliance Failure Policy
- r) Information Protection Policy
- s) Information Security Incident Policy
- t) Social Media and Electronic Communication Policy
- u) Removable Media Policy
- 12. **Financial Matters**
- a) **Accounts for payment**

			Net	VAT	Total
BACS	G West	Salary			
BACS	G West	Travel expenses & office supplies			Confidential
BACS	Great Ouse Valley Trust	annual subscription	£30.00	£0.00	£30.00
BACS	CAPALC	annual subscription	£263.37	£0.00	£263.37
BACS	CAPALC	GDP membership scheme	£25.00	£0.00	£25.00
			<u>£744.72</u>	<u>£0.00</u>	<u>£744.72</u>

- b) To receive financial report to 30th April 2019
- c) To confirm the Proper Officer
- d) To confirm the Responsible Finance Officer
- e) To confirm signatories for banking purposes
- f) To agree the internal auditor for financial year 2019-2020
- g) To confirm insurances, internal auditor and subscriptions for the year; to continue to use Came & Co. Insurance Brokers, and to continue subscriptions to CAPALC, CPRE, SLCC, Great Ouse Valley Trust, Parish Online, Microsoft Office 365, ESET Internet Security
- h) To review the 2018/19 internal audit
To agree, certify and sign the 2018/19 Certificate of Exemption (AGAR 2018/19)
To agree and sign the 2018/19 Annual Return Section 1 (Annual Governance Statement)
To agree and sign the 2018/19 Annual Return Section 2 (Accounting Statements) and approve 2018/19 Financial Statements.
- i) To agree, certify and sign the 2018/19 Certificate of Exemption (AGAR 2018/19)
- j) To agree and sign the 2018/19 Annual Return Section 1 (Annual Governance Statement)
- k) To agree and sign the 2018/19 Annual Return Section 2 (Accounting Statements) and approve 2018/19 Financial Statements.
- 13. **Village Maintenance and Repairs**
To consider what areas of maintenance and repairs are needed to be carried out in the village.
- 14. **Highway Faults, Repairs and Issues**
To consider and review outstanding and current highway faults, repairs and issues
- 15. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**
It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Items 16 & 17, namely Clerks Appraisal & contract of employment, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.
- 16. **Clerk's appraisal**
- 17. **Clerk's contract of employment**
- 18. **Agenda items for the next meeting**
Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion. Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting
- 19. **Date of Next Meeting**
Tuesday 25th June 2019 at 7.00pm